

With respect to treatment of paid and volunteer staff, the Administrator shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified or in violation of Board policy.

Accordingly, the Administrator may not:

1. Fail to make all inquiries required by law prior to hiring any personnel.
2. Will not fail to inform the board about procedures regarding reductions in force.
3. Operate without written personnel policies which:
 - a. Clarify personnel rules and procedures for staff;
 - b. Provide for effective handling of grievances;
 - c. Protect against wrongful conditions;
 - d. Include adequate job descriptions for all positions;
 - e. Include adequate salary and compensation plans;
 - f. Include a personnel performance evaluation system.
4. Prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated.
5. Discriminate against any staff member for alleging a violation of law or civil rights.
6. Fail to protect confidential information.
7. Fail to provide staff with an opportunity to become familiar with their rights under this policy.